



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 13TH SUSTAINMENT COMMAND (EXPEDITIONARY)
BUILDING 39009, SUPPORT AVENUE
FORT HOOD, TEXAS 76544

**COMMAND POLICY
NUMBER 9**

AFVG-CG

8 FEB 11

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Awards and Recognition for Service

1. REFERENCE: Army Regulation 600-8-22, Military Awards, 11 December 2006.
2. PURPOSE: To establish the Commanding General's policy regarding awards and recognition.
3. APPLICABILITY: Headquarters, 13th Sustainment Command (Expeditionary) and all subordinate units.
4. BACKGROUND: The goal of the Army's Military Awards Program is to foster mission accomplishments by recognizing professional excellence and motivating Soldiers to high levels of performance and service. Recognition in this context means either a formal award (i.e. AAM, ARCOM, MSM, etc.), a certificate of service or achievement signed by the appropriate commander, or the Army Lapel Button.
5. PROPONENT: The proponent for this policy is the ACofS, G1.
6. POLICY:
 - a. Commanders will achieve the Army's goal by developing and maintaining a unit level Awards Program that achieves the following:
 - (1) Prompt and public recognition of achievements that significantly contributed to the readiness, effectiveness, morale, and esprit de corps of a unit or organization. Failure to recognize a deserving Soldier prior to his/her departure is a leadership failure.
 - (2) Consistent and judicious association of a Soldier's level of responsibility and performance to the award. The degree to which a Soldier's achievements enhanced the readiness or effectiveness of the unit or organization will be the predominant factor in determining the level of the award. There are no implicit or explicit rules that preclude any level of award being recommended for any specific rank.
 - b. Do not wait for end-of-tour awards to recognize achievements. There is no policy that prohibits appropriate awards for recognition solely because a Soldier is changing duty stations within an installation. Commanders possess the authority to decide whether a Soldier making an intra-post transfer will receive an award or letter of continuity.
 - c. The chain of command, beginning with the first line leader, will be involved in determining what form of recognition a Soldier should receive. All Soldiers assigned to the command who served honorably will receive some form of recognition for their service prior to leaving the command. All

AFVG-CG

SUBJECT: Awards and Recognition for Service

forms of recognition will be presented by a commander or principal staff officer at an appropriate formal ceremony or unit formation – this includes the presentation of the Army Lapel Button.

d. Military awards forwarded to the Commander, 13th ESC for approval require 30 days for processing. If higher headquarters approval is required, the recommendation will require 60 or 120 days for processing. The presentation date is what commanders will use for backwards planning. Awards submitted late will require battalion commanders to personally pick up from the 13th ESC Commander.

(1) Separate battalions of this command will submit ARCOM recommendations to the 13th ESC Commander for approval. The DA Form 638 for each award recommendation will have an ARCOM certificate ready for the commander's signature. Call the G1 Awards Section at 288-7152 to obtain the permanent order number.

(2) Separate companies of this command will submit AAM or higher award recommendations through the G1 for the 13th ESC Commander's approval.

(3) The Commanding General, Fort Hood, is the approval authority for the LOM for retirement service. However, when the III Corps HQs is forward deployed, FORSCOM will approve LOMs for retirement, as well as for PCS.

(4) The Commander, 13th ESC reserves the right to downgrade/disapprove any LOM, MSM, ARCOM, or AAM award nominations.

(5) Brigade and Battalion Commanders can recommend downgrade/upgrade/disapproval of any award. However, when recommending downgrade of LOMs and higher awards, these award recommendations will continue through the chain of command to Commander, 13th ESC for final decision. The 13th ESC Commander has authority to downgrade MSM and higher recommendations, however, brigade commanders are delegated the authority to disapprove/downgrade MSMs.

e. Narrative descriptions of meritorious service or achievement for awards of the Meritorious Service Medal (MSM), Army Commendation Medal (ARCOM), and Army Achievement Medal (AAM) are limited to the space allowed on the DA Form 638. For awards of the Legion of Merit (LOM) and above, a separate one-page narrative is required. Retirement service awards may include periods of service longer than that served in the recommending command, but such periods are limited to the last ten (10) years.

(1) All award recommendations, MSM or higher, will include a current Enlisted Record Brief or Officer Record Brief.

(2) The proposed presentation date will be in block 13 of the DA Form 638. The presentation date must be prior to the Soldier's departure date.

(3) Do not duplicate or use information/accomplishments that were previously awarded for a given time period. This applies to all wartime, PCS, SVC, ETS awards given for a certain time period. The only exception is retirement awards (AR 600-8-22, para 1-18).

f. Award approval authorities may issue on-the-spot achievement awards (also known as "impact awards") when immediate recognition of a special act or accomplishment is warranted. As soon after the

AFVG-CG

SUBJECT: Awards and Recognition for Service

act or accomplishment as practical, the award will be processed according to normal administrative procedures to ensure the award is properly documented in official military records.

g. Timeline. As leaders, we must ensure that all deserving Soldiers receive recognition before they ETS, PCS, or retire from Fort Hood. To help commanders and unit S1s to plan, submit, and track award submissions, units will process award recommendations to the G1 IAW the timeline depicted below:

AWARD	APPROVAL AUTHORITY	DISAPPROVAL AUTHORITY	DUE TO ESC
LOM	FORSCOM CDR	13 th ESC CDR	120 days prior to presentation date
LOM (retirement)	III CORPS CDR	13 th ESC CDR	60 days prior to presentation date
MSM	13 th ESC CDR	BDE CDR	30 days prior to presentation date
ARCOM	BDE CDR	BN CDR	30 days prior to presentation date
AAM	BN CDR	BN CDR	30 days prior to presentation date

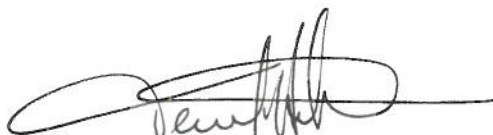
h. Civilian Awards: The unit/staff recommending an award for one of its civilian workers is responsible for completing a DA Form 1256 (Incentive Award Nomination and Approval) and for submitting a citation and justification for the award through command channels to the 13th ESC SGS for coordination with III Corps. The III Corps SGS will forward the award request and the accompanying certificate/documents to the proper approval authority.

(1) The III Corps SGS will supply the actual medal set, however, the unit/staff requesting the award must purchase the frame for the certificate (if desired).

(2) Certificates of Appreciation/Achievement will be prepared by the unit and delivered to the 13th ESC SGS to obtain the Commander's signature.

i. Other incentive Awards. Commanders have many other tools to recognize excellence in performance and service. They include: Passes, Coins, Plaques, etc. Coins will be presented IAW III Corps Policy. Passes and Plaques will be awarded IAW Army Regulations and Financial Rules. Units will submit requests for the CG's Coin for Excellence to the 13th ESC SGS.

7. EXPIRATION: This policy supersedes Command Policy Memorandum 13, dated 1 May 2008 and remains in effect until superseded or rescinded.



TERENCE J. HILDNER
BG, USA
Commanding

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